



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** Alternate Training Format Related to the
Designee Standardization Seminars

Date: Dec 17 2003

From: Manager, Production and Airworthiness Division,
AIR-200

Reply to
Attn. of:

To: All Aircraft Certification Directorates
All Manufacturing Inspection Offices
All Manufacturing District/Satellite
Offices
All Certificate Management/Units Offices
All Flight Standards Division Managers

This memorandum provides notification of improvements to the training methods for the Combined Manufacturing and Maintenance Standardization Seminar contained in Chapter 8, Designee Training, paragraphs 801a and b of Order 8100.8B, Designee Management Handbook.

AFS-640, the Designee Standardization Branch, has separated the Combined Manufacturing and Maintenance Standardization Seminar into a web-based and classroom training.

- The web-based training is an overview of designee functions and is required for all pending or new airworthiness designees. The web-based training must be completed within 90 days of registration.
- The classroom training will be a hands-on workshop and will be provided by AFS-640 in Oklahoma City. The designee must complete web-based training prior to enrolling in the classroom training.

Registration for the web-based and classroom training will be in accordance with paragraph 803 of Order 8100.8.

Designees limited to performing the issuance of Form 8130-3, Airworthiness Approval Tag, for domestic parts, Class III parts for export, or production and prototype conformity are only required to complete web-based training. These designees are no longer required to attend classroom training in Oklahoma City.

Effective 90 days from the date of this memorandum, pending or new airworthiness designees will have the choice of the previous standardization seminar format or the new two-part standardization seminar format. After this 90-day transition period, the standardization seminar will only be provided in the two-part format.

If there are any related questions, please contact the Designee Standardization Branch, AFS-640, at 405-954-4220.

Terry Allen /s/ for

Frank P. Paskiewicz